



Employee Appraisal System (EASy) *Setting up your Profile* Quick Reference Guide

*Before staff members can electronically sign a document, their staff profile must be verified and a security question and answer must be selected. Below is a list of steps guiding staff members through the process:

Step 1:

Login at <http://eduweb.saisd.net> using your username and password

The screenshot shows the 'SchoolObjects' login page. At the top is the 'eduphoria! SchoolObjects' logo. Below it, a message says 'Enter your username and password to begin.' There are two input fields: 'Username:' and 'Password:'. At the bottom is a green 'Login' button with a right-pointing arrow.

Step 2:

Once logged in, click My Profile

The screenshot shows two parts of the EASy interface. The top part is the 'myapplications' dashboard with a SAISD logo. It has three main sections: 'appraise' (Staff appraisals and walkthroughs), 'management' (Manage global settings for SchoolObjects), and 'Log Off' / 'My Profile'. A red box highlights the 'My Profile' link, with a red arrow pointing to it. The bottom part is the 'myprofile' page. It says 'Please verify that the information below is correct.' and has fields for 'First Name:' (Stephanie) and 'Last Name:'. A red box highlights the 'Verify information' button. Below that is a 'Campus:' section with a list of checkboxes: 'A1TestCampus', 'ACCOUNTABILITY, TECHNOLOGY & MIS' (checked), 'ADULT & COMMUNITY EDUCATION', 'ADVANCED ACADEMICS', and 'ARNOLD ELEMENTARY'. A red box highlights the 'Next' button at the bottom, with a red arrow pointing to it.

Step 3:

Review and Verify Information, then
click Next

Step 4:

Pick a security question and answer, then click Next

**Remember the answer because this question will need to be verified for the electronic signature*



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Pick a security question and answer

Select a security question and response for electronic signing of documents. The answer is case sensitive.

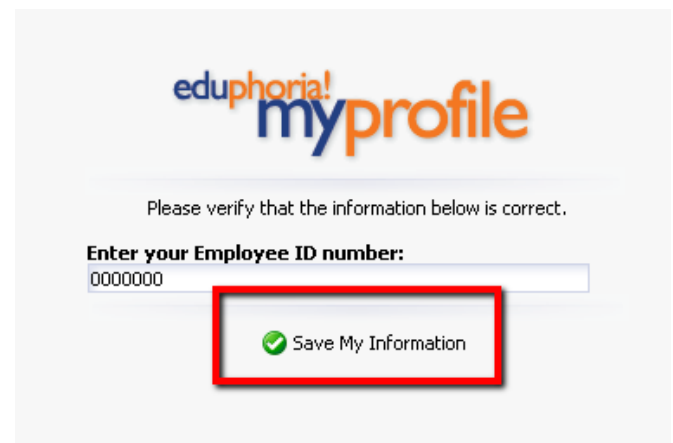
In what city did you meet your spouse/significant other: ▼

Answer:

Next

Step 5:

- Enter "0000000" or other numbers for your Employee ID
- Click Save My Information



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Please verify that the information below is correct.

Enter your Employee ID number:

0000000

Save My Information